

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes the Fire Chief's mail and other materials in accordance with departmental procedures. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Attends meetings, conferences and seminars in order to take minutes or notes.

Writes reports and letters in answer to written or oral requests as directed. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Organizes and analyzes data through the use of statistics such as mean, standard deviation, frequency distribution, probability, and correlation coefficient. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in

computer files. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Periodically performs inspections on systems and facilities for maintaining accurate records and reports. Maintains a library or archives of materials for future use or reference by department personnel.

Makes mathematical computations necessary to compute payroll records, including pay raises and changes in dependent status. Enrolls new employees in benefits program. Posts accounting entries into accounting records and computer files and balances these at the end of the month. Issues payments from petty cash. Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data. Handles complaints from employees concerning payroll errors or changes.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than 21 years of age.

AX	02-25-09
REV	08-11-10
	04-03-14